

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

10983-OSP**EFFECTIVE DATE:**

DGS OFFICE OR CLIENT AGENCY Office of State Publishing	POSITION NUMBER (Agency - Unit - Class - Serial) 307-700-1120-906
UNIT NAME AND CITY LOCATED Digital Print and Mailing Services Days- Sacramento	CLASS TITLE Seasonal Clerks - Actual Time Worked (ATW)
WORKING DAYS AND WORKING HOURS Monday through Friday 6:25 a.m. to 2:30 p.m.	SPECIFIC LOCATION ASSIGNED TO 1050 Richards Blvd., Sacramento, CA 95811
	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS –

Under supervision of the Associate Print Plant Superintendent and guidance of the Mail Machine Operator I/II, the incumbent provides support services for the OSP Digital Print and Mailing Services efforts by tailing off each piece of mail that is generated by the plant to ensure accuracy and assist with meeting mandated timelines.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
50%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual, directives of the Government Code of Regulations and the State Administrative Manual.</p> <p>ESSENTIAL FUNCTIONS</p> <p>The work performed is physical in nature, the incumbent will stand for long periods of time and will use their back and hand to sort envelopes and lift boxes and files. The incumbent must have the ability to pay close attention to detail and have the aptitude to identify and communicate problems as they emerge immediately.</p> <p>In order to assist with the mailing room functions, the Seasonal Clerk will assist with the set up and will manually operate the appropriate pieces of equipment, i.e., mailing machines, inserting machines, electronic postal scales, labeling machines, strapper machines, APEX and Varisort sorting equipment, ink jet, addressing system, shrink wrap, DM 3000 meters and counting scales, USPS and UPS computer system, comb bind, comb pinch, tape bind, and various type of handwork.</p> <p>The incumbent will perform as an assistant to the Mail Machine Operators I/II in the mail room and other areas needed in the Digital Printing Plant, during high peak production periods. The Seasonal Clerk will work approximately 4-6 months in each year and will work as needed. The incumbent will assist with:</p> <ul style="list-style-type: none"> • Loading tables, bins, conveyors and open bundled signatures • Bundling mail stock • Sorting mail

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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50%	<p>ESSENTIAL FUNCTIONS (continued)</p> <ul style="list-style-type: none"> • Weighing mail • Inserting • Packaging and meter all material for shipment • Maintain the stock of material needed, envelopes, packing, carton, ink, sealing solution and various paper products. • Simple computer entry, inputting data for PC reports <p>In order to maintain logs, inventory by manual/computer methods, and perform clerical functions as required under the direction of the supervisor or lead operator:</p> <ul style="list-style-type: none"> • Load boxes and stack printed products onto appropriate pallets to ensure correct job is provided to the appropriate customer. • Create load tags and labels to identify products for shipping to the appropriate customers. • Operate computer label maker to identify bindery products ready for shipping to appropriate customers. <p>Minimum Qualifications</p> <p>The ability to read and write English and to do simple arithmetic computations.</p> <p>Special Personal Characteristics</p> <p>Aptitude and willingness to perform simple clerical work; follow a prescribed routine; personal neatness and the ability to follow directions.</p> <p>SPECIAL PERSONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Aptitude for and interest in machine operation. • Neatness; orderliness; alertness; manual dexterity. • Willingness to follow a prescribed routine, stand for long periods of time, and work in noisy surroundings. <p>DESIRABLE QUALIFICATIONS</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Aptitude and willingness to perform simple task • Ability to follow a prescribed routine. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Ability to proficiently work as a team member with co-workers and management. • Understand and follow DGS, OSP office rules, policies, procedures and regulations. • Knowledge of: Printing plant equipment, machinery, operations and terminology. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Demonstrated reliability in attendance. • Be at your respective workstation ready for work at the starting time of your shift. • Return on time to your respective workstation ready to work after breaks and lunch. • Can require working any of the three shifts (day, evening or night) when requested by the OSP supervisor. • Flexibility to adapt to changing work priorities. <p>Physical:</p> <ul style="list-style-type: none"> • Requires working in a large, dusty industrial facility. • Hearing protection is provided. • Requires standing and walking while performing the duties of the position; climb, pull, bend and stoop. • Medium strength required to exert up to 50 pounds of force frequently to move objects.

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	<p>Mental:</p> <ul style="list-style-type: none">• Requires the ability to handle stress and deadlines.• Ability to multi task <p>Safety:</p> <p>Follow all safety rules and procedures: Promote safe work practices. Promote a safe working environment for all employees.</p> <ul style="list-style-type: none">• Incumbent will follow HAZMAT/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation.• Do not attempt to operate equipment, use a tool or materials until you have been trained and authorized. Do not perform a new task until the associated safety hazards and methods to protect yourself have been explained to you.• Never attempt to operate or use malfunctioning tools or equipment and never attempt to use a tool that is not designed to perform the task you need to do.• Never alter or modify original tools or equipment.• Make sure you know how to properly use and take care of any required protective equipment. Make sure you use your equipment when it is required.• Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times.• If you see a safety hazard, inform your co-workers and notify your supervisor immediately. Report "close calls" or "near misses" to your supervisor; close calls and near misses are accidents that almost injure someone including you.